



STANDARDS OF APPRENTICESHIP
adopted by

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
INDUSTRIAL MAINTENANCE ELECTRICIAN/ELECTRONICS		829.261-018	10,000 HOURS
INDUSTRIAL MAINTENANCE MACHINISTS		600.280-042	8,000 HOURS
INDUSTRIAL MAINTENANCE MILLWRIGHT		638.281-018	8,000 HOURS
INDUSTRIAL MAINTENANCE TRANSPORTATION MECHANIC		620.261-010	8,000 HOURS
PLANT MAINTENANCE WORKER (LUBRICATOR)		899.261-014	4,000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

APRIL 21, 1989
Initial Approval

OCTOBER 18, 2002
Committee Amended

OCTOBER 18, 2002
Standards Amended (review)

Standards Amended (administrative)

By: LAFRANK NEWELL
Chair of Council

By: PATRICK WOODS
Secretary of Council

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

Mason County, Washington operation of Simpson Timber Company.

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **At least 18 years of age.**

Education: **Unspecified.**

Physical: **Must be physically fit to meet all job duties.**

Testing: **None**

Other: **Applicant to the maintenance apprenticeship program must not have active disciplinary actions on file above a written warning or repeated incidents of disciplinary action.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Apprentices shall be selected by the established job posting procedure. The senior applicant who attains the passing test score recommended by the Bates Technical College from the COMPASS test shall be offered the position. Passing scores are as follows:

Industrial Maintenance Electrician/Electronics:

Reading - 68

Math - 66

Algebra - 25

Industrial Maintenance Machinists, Millwright, and Transportation Mechanic:

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

Reading - 54

Math - 43

Plant Maintenance Worker:

Reading - 53

Math - 30

B. Equal Employment Opportunity Plan:

- 1. Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications and the equal opportunity policy of the sponsor.**
- 2. Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance and support among the sponsor's various officers, supervisors, employees and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.**
- 3. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.**
- 4. Encourage pre-apprenticeship preparatory trade training to prepare employees for apprenticeship. Simpson Timber Company may provide financial help.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

A. 4,000 hours of employment for Plant Maintenance Worker (lubricator)

B. 8,000 hours of employment for:
Industrial Maintenance Millwright
Industrial Maintenance Machinist
Industrial Maintenance Transportation Mechanic

C. 10,000 hours of employment for:
Industrial Maintenance Electrician/Electronics

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The apprentice shall be subject to a probationary period not to exceed 20% of the total hours of each trade objective or not more than 1,000 hours of employment

Industrial Maintenance Electrician/Electronics	1000 Hours
Industrial Maintenance Machinist	1000 Hours
Industrial Maintenance Millwright	1000 Hours
Industrial Maintenance Transportation Mechanic	1000 Hours
Plant Maintenance Worker (lubricator)	800 Hours

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The number of apprentices shall not exceed one (1) apprentice to one (1) journeyman in full employment on-the-job in the maintenance department in order to assure adequate training and supervision.

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Industrial Maintenance Electrician/Electronics:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	75.1%
2	1001 - 2000 hours	77.9%
3	2001 - 3000 hours	80.5%
4	3001 - 4000 hours	83.2%
5	4001 - 5000 hours	86.6%
6	5001 - 6000 hours	89.0%
7	6001 - 7000 hours	91.3%
8	7001 - 8000 hours	93.7%
9	8001 - 9000 hours	96.0%
10	90001- 10000 hours	98.0%

Industrial Maintenance Millwright, Industrial Maintenance Machinist, Industrial Maintenance Transportation Mechanic:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	78.3%
2	1001 - 2000 hours	81.1%
3	2001 - 3000 hours	83.9%
4	3001 - 4000 hours	86.6%
5	4001 - 5000 hours	90.2%
6	5001 - 6000 hours	92.7%
7	6001 - 7000 hours	95.1%
8	7001 - 8000 hours	97.6%

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

Plant Maintenance Worker (lubricator):

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	86.8%
2	1001 - 2000 hours	89.9%
3	2001 - 3000 hours	93.0%
4	3001 - 4000 hours	96.0%

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Industrial Maintenance Electrician/Electronics: Approximate Hours

The work processes to be learned in accordance with State and National Electric Codes and the approximate hours required for each process are:

- 1. Safe Practice/Orientation250**
 - a. First aid**
 - b. Tag/lockout**
 - c. Safety/fire prevention familiarization**
 - d. Disposal systems/environmental concerns**
 - e. Shop practice/housekeeping**
 - f. Safe use of tools/equipment**
 - g. Terminology/definitions**
- 2. General Maintenance/Equipment2400**
 - a. Panel Control Boards and Control Equipment**
 - b. Switch boards and switching devices**
 - c. Small motors (Frac. H.P.) A C, D C**
 - d. Large motors A C, D C**
 - e. Controllers**
 - f. Inplant communications**
 - g. Transformers-single and triple**
 - h. Miscellaneous Equipment**
 - i. Industrial Lighting**
 - j. Removal and installation of electrical equipment**
- 3. Mechanical Equipment.....500**
 - a. Bearing preparation and installation**
 - b. Shaft and coupling alignment**
 - c. Gearboxes and mechanical drivers**
- 4. Testing/troubleshooting.....2400**
 - a. Test instruments/computers**
 - b. Motors**
 - c. Controls**

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

- d. Batteries
- e. Generators
- 5. Circuit Analysis-Schematic Diagrams1000
 - a. Electrical
 - b. Hydraulic
 - c. Air
- 6. Special Trade Assignments1000
 - a. Rigging-staging-ladders
 - b. Basic mechanics/brakes
 - c. General wiring
 - d. Conduit and wire, pulling
 - e. Basic hand tools
 - f. Boom truck/forklift operation (limited to safe use practice within classification).
- 7. Electronics Training2000
Electronics training to include electronic math, basic D C circuits, test instrument usage and theory, discrete device theory, SC R drives, programmable controllers, encoders, power supplies, photo electronics, permanent magnetic motors, servo and proportional valves/transducers.
- 8. Power Distribution.....200
 - a. Inside and outside, high and low voltage distribution systems, maintenance and replacement
 - b. Transformer connecting, testing and repairing
 - c. Switch gear arid load centers, maintenance and repair
- 9. Welding (limited to safe use practice within classification)50
 - a. Soldering, brazing, welding (acetylene)
 - b. Welding (electric)
 - c. Maintenance and repair of welding equipment
- 10. Instrumentation.....200
 - a. Testing meters
 - b. Usage
 - c. Minor repair
 - d. Installation
 - e. Calibration

TOTAL HOURS: 10,000

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

<u>B. Industrial Maintenance Machinist</u>	<u>APPROXIMATE HOURS</u>
1. Safe Practice/Orientation	250
a. First aid	
b. Tag/lockout	
c. Safety/fire prevention familiarization maintenance fire safety in mill	
d. Disposal systems/environmental concerns	
e. Shop practice/housekeeping	
f. Safe use of tools/equipment	
1. Rigging and Hoisting	
2. Boom truck operation	
g. Electricity (basic mechanical side)	
2. General Machine Shop Basics.....	1500
a. Blueprint reading	
b. Shop math	
c. Hand and power tools	
d. Use of precision instruments	
e. Layout	
f. Machine shop practice	
g. Plastics	
h. Proper maintenance/care of equipment	
i. Oils/greases	
3. Metallurgy/Welding.....	400
a. Safety	
b. Welding, brazing, cutting, heli arc, plasma arc	
c. Heat treating	
4. Bench, Assemble and Outside Job Work.....	2000
a. Hydraulics/Pneumatics	
b. Pumps, Cylinders, Motors, Valves	
c. Hose/Hose Fittings	
d. Gear boxes	
e. Equipment Installation	
f. Bearings/Application	
5. Machine Operation	3850
a. Drill presses and portable drills	
b. Shaper and planer	
c. Machine lathe	
d. Milling machine	
e. Tool post grinding	
f. Tool, cutter and drill grinding	
g. Presses	

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

- h. Metal spraying**
- i. Miscellaneous tool crib, broaching and key seating, layout and shop maintenance**
- j. Familiarization of Babbitt Pouring**

TOTAL HOURS: 8000

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

C. Industrial Maintenance Millwright: **APPROXIMATE HOURS**

1. Safe Practice/Orientation500
 - a. First aid
 - b. Tag/lockout
 - c. Safety/fire prevention familiarization maintenance fire safety in mill
 - d. Disposal systems/Environmental concerns
 - e. Shop practice/housekeeping
 - f. Safe use of tools/equipment
 - g. Terminology/specifications fire system familiarization

2. General maintenance1300
 - a. Blueprint reading
 - b. Shop math
 - c. Hand and power tools
 - d. Troubleshooting
 - e. Rigging and hoisting
 - f. Equipment installation
 - g. Concrete and steel bases
 - h. Boom truck operation
 - i. Machine shop practice
 - j. Electricity (basic mechanical side), introduction to
 - k. Preventative maintenance (scheduled)
 - l. Knowledge of computer maintenance system

3. Welding-Arc/Gas.....1500
 - a. Safety
 - b. Fabrications
 - c. Layout/materials
 - d. Metallurgy
 - e. Proper maintenance/care of equipment
 - f. Air Arc, Heli Arc and Plasma Arc

4. Maintenance and Repair of Machinery2700
Dismantle, rebuild, repair, assemble and install plant machinery

5. Lubrication200
 - a. Oils/greases
 - b. Bearings/application
 - c. Lubrication equipment

6. Carpentry.....300
 - a. Safety
 - b. Basic fundamentals

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

- c. Construction techniques
- 7. Hydraulics.....700
 - a. Pumps, piping system, valves, cylinders, motors, accumulators
 - b. Hose/hose fittings
- 8. Pneumatics.....500
 - Piping, valves, cylinders, compressors
- 9. Steam systems.....300
 - a. Condensate systems
 - b. Controls/trap systems
 - c. Orientations to power plant

TOTAL HOURS: 8000

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

D. Industrial Maintenance Transportation Mechanic: APPROXIMATE HOURS

1. Safe practice/Orientation250
 - a. First aid
 - b. Tag/Lockout
 - c. Safety/fire prevention
 - d. Disposal systems/environmental concerns
 - e. Shop practice/housekeeping
 - f. Safe use of tools/equipment
 - g. Asbestos Protection
2. General Maintenance.....500
 - a. Hand and power tools
 - b. Use of precision instruments/test equipment
 - c. Rigging and hoisting
 - d. Boom truck operation
 - e. Steam cleaning and painting
 - f. Lubrication
 - g. Shop routine and records
3. Engines1500
 - a. Gasoline engine repair
 - (1) Pistons, rings, valves and bearings
 - (2) Fuel systems, carburetion, L.P. systems and fuel pumps
 - (3) Lubrication system and oil pump
 - (4) Cooling systems
 - b. Diesel Engines
 - (1) 2 cycle engines
 - (2) 4 cycle engines
 - (3) Pistons, Rings, valves and bearings
 - (4) Fuel systems
 - (5) Cooling systems
 - (6) Lubrication
4. Drive Trains.....1000
 - a. Clutches
 - b. Transmissions (standard and automatic)
 - c. Shift control power take off
 - d. Differential
 - e. Universal joints
 - f. Rear axles
 - g. Bearings
 - h. Driveline
 - i. Final drives
5. Electrical Systems750

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

- a. Wire and light systems
 - b. Generator, Regulator and Alternator
 - c. Starters
 - d. Instruments and gauges
 - e. Ignition and batteries
 - f. Transmission controls
 - g. 24 volt systems
6. Motor Analyzing1000
- a. Carburetors
 - b. Fuel systems
 - c. Distributors
 - d. Troubleshooting
 - e. Fuel injectors
 - f. Tune-up
 - g. Smog controls
 - h. Exhaust systems
7. Brakes.....750
- a. Adjusting
 - b. Relining
 - c. Repair hydraulic systems
 - d. Bleeding
 - e. Power operated brakes
 - f. Air and vacuum
 - g. Mechanical
8. Chassis.....750
- a. Frame
 - b. Steering unit
 - c. Suspension system
 - d. Shock absorbers
 - e. Springs/shackles
 - f. Bearings
 - g. Alignment
9. Equipment Repair and Maintenance1500
- a. Hydraulic and pneumatic system
 - b. Air compressors
 - c. Welding and burning
 - d. Attachments

TOTAL HOURS: 8000

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

E. Plant Maintenance Worker (lubricator):	APPROXIMATE HOURS
--	--------------------------

The work processes to be learned and the approximate hours required for each process are:

- | | |
|---|------|
| 1. Safe Practice Orientation | 200 |
| a. Safety, fire prevention orientation and lockouts | |
| b. First aid training | |
| c. Disposal systems and environmental concerns. | |
| 2. Machine Familiarization | 1300 |
| a. Knowledge of computerized maintenance systems | |
| b. Machine center operation and operating conditions | |
| c. Product knowledge of lubricants and their application | |
| d. Understanding tools of occupation | |
| e. Inventory needs (lubricants) | |
| 3. Product knowledge..... | 1000 |
| a. Bearings (types and applications) | |
| b. Seals-gaskets | |
| c. Hydraulics | |
| d. Filters | |
| e. Housekeeping (contamination) | |
| 4. Design, Installation, and Repair | 1500 |
| a. Basic blueprint reading | |
| b. Shop (industrial) math | |
| c. Technical manuals | |
| d. Manufacturers' specifications | |
| e. Install/repair/troubleshoot lubrication systems, cutting and welding to make basic installations, limited to brackets and mounts to install or modify lubrication systems. | |

TOTAL HOURS: 4000

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☐ () Other (specify)

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

During the related classes a standard first-aid training course shall be given to the apprentice.

Apprentices shall participate in training and classes and shall acquire a C.D.L. License.

Note: Apprentices who have medical or legal restrictions that prohibit them from acquiring the C.D.L. will be excused from licensing but will be required to fully participate in the related instruction.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Administrative Procedures

- a. Tuition Reimbursement: The Company will pay tuition, lab and book fees if a job related course is taken as part of the apprenticeship training. The company shall not assume the cost of any physically related items not included in the lab fee, such as tools, mittens, aprons, etc.**

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

Travel Allowance: Apprentices will be reimbursed for mileage in excess of 60 miles round trip from the Simpson Timber Shelton Waterfront Facilities at the Simpson Timber Company standard rate for classes that are approved by the Committee.

Wage Loss: When it is not possible for apprentice training to occur during off-shift hours, apprentices will be reimbursed for lost wages when an apprentice must miss work during his normal work schedule in order to take apprenticeship training programs.

- b. **Wage Progression:** Apprentices shall progress through each specific pay group in 1,000 hour steps, provided the apprentice's related/supplemental instruction is current, unless the TESC recommends to the JATC and the JATC confirms (in quorum) that the pay increase is withheld.
 - c. **Continuity of Employment:** In the event an apprentice withdraws or is removed from the apprenticeship program, the apprentice will:
 - (1) Be returned to his/her former job classification without loss of seniority (if the action occurs within the probationary period).
 - (2) Be allowed to displace, without loss of seniority, the most junior employee in the team or department from which he/she came, provided he/she is qualified to perform the work of that job classification (if the action occurs after the probationary period).
 - d. **Training Standards/Evaluation Committee:** The functions of this committee shall be as follows:
 - (1) Review and discuss overall on-the-job and related training progress of apprentices in the program.
 - (2) Meet with apprentices and review their appraised progress at specified intervals.
 - (3) Review and determine fitness of apprentices for advancement or take other action.
 - (4) Make recommendations to the apprenticeship committee on areas for additional training, schooling or other related ways to improve the apprenticeship program.
2. **Corrective Procedures:**
- a. **School Grades:** Apprentices are required to satisfactorily complete all job related training during the term of apprenticeship. A failing grade is

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

unacceptable and the failed course must be repeated. If this occurs in the apprentice's last six month period of training, he/she will be given the opportunity to make up the class after meeting with the TSEC.

- b. **Behind in Classes:** Any class in which the apprentice is behind must be caught up. The apprentice will meet with the TESC to develop a process and the conditions to make up the class(es).

If an apprentice drops behind the required schedule of classes for each year of the program, action will be taken as follows:

- (1) Behind in one class-written notice to the apprentice with an oral explanation by the training standards/evaluation committee.
- (2) Behind in two classes, apprentice will be placed on probation.
- (3) Behind in three classes, apprentice may be terminated from the program.

- c. **Work Evaluation:** Apprentices shall receive periodic and thorough job performance evaluations from the training standards/evaluation committee. Such performance evaluations shall occur at least quarterly and be documented as a part of the apprentice's training record. The following action will be taken when an apprentice's work evaluation is below an acceptable level.

The apprentice will receive a written notice (20 days in advance) of possible corrective action (including possible removal from the apprenticeship program), and an oral explanation of the apprentice's deficient performance. The apprentice will be advised that without improved performance by the next quarterly evaluation period, the apprentice may be terminated from the program.

- d. **Grades, Classes and Work Evaluation:** An apprentice must maintain satisfactory performance in all three areas as described above (grades, classes and work evaluation).
- e. **Advancement or Cancellation Procedures:** If the training standards/evaluation committee does not agree on advancement or other action for an apprentice, both management representative(s) and union representative(s) shall present their assessment of the apprentice's qualifications and progress within the apprenticeship program to the apprenticeship committee for their review and determination.

B. **Local Apprenticeship Committee Policies**

NONE

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.
 2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

- Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **A quorum shall consist of four of the six JATC members with equal representation from Simpson and the IAM.**

Program type administered by the committee: **INDIVIDUAL JOINT**

The employer representatives shall be:
(may be changed upon written notification)

**Jack McGuill, Chairman
Simpson Timber Company
3rd & Franklin
Shelton, WA 98584**

**Ben Horn
Simpson Timber Company
3rd & Franklin
Shelton, WA 98584**

**Rick Forgaard
Simpson Timber Company
421 South Front Street
Shelton, WA 98584**

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

The employee representatives shall be:
(may be changed upon written notification)

Dale A. Whinery, Secretary
IWA 3-38
PO Box 98
Shelton, WA 98584

Eric Dobson
IWA 3-38
PO Box 98
Shelton, WA 98584

Jay Troupe
W536
PO Box 98
Shelton, WA 98584

Robert Hoosier, Alternate
W536
PO Box 98
Shelton, WA 98584

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

Training Standards/Evaluation Committee

A. Insofar as it is possible, the representatives on this committee shall possess a thorough knowledge of the occupational objective and/or be full-time regular maintenance personnel and maintenance supervisory personnel. The union shall appoint one journeyman from each classification represented in the apprenticeship program who shall attend subcommittee meetings as members and offer their expertise and assistance on all matters that pertain to their classification, including evaluating apprentices.

B. Membership Shall Include:

The Maintenance Superintendent of fir and hemlock, and the Maintenance Superintendent of plywood (Simpson Timber Company, 3rd & Franklin, Shelton, WA 98584).

Employee representatives shall include one from each of the maintenance classifications represented plus two additional members from the employees of Simpson Timber. All employee representatives shall be appointed by IAM Woodworkers Lodge W536, Shelton, WA 98584.

Note: One labor and one management member of the TSEC should attend the JATC meeting.

SIMPSON TIMBER COMPANY IAM WOODWORKERS LODGE W536
APPRENTICESHIP COMMITTEE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NONE